

Creating a Remote Meeting - Video and Teleconferencing: Collaborate Ultra

For the full range of help & support material visit: <https://help.blackboard.com/Collaborate/Ultra>



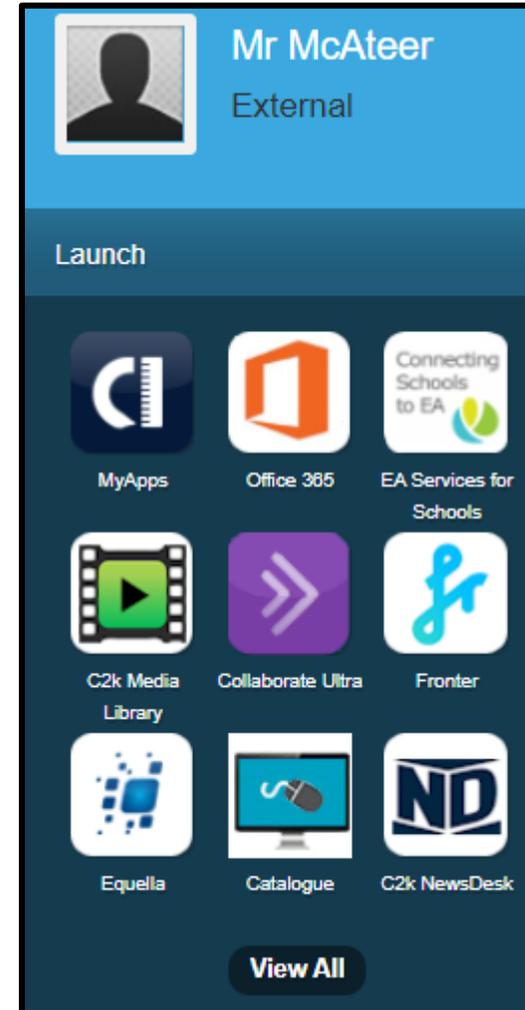
Access to Collaborate

MySchool

All school staff with C2k accounts have access to their own Collaborate Ultra account.

Multiplatform Usage

This software can be used to link with anyone who has access to a laptop/tablet or phone providing that they have internet access.



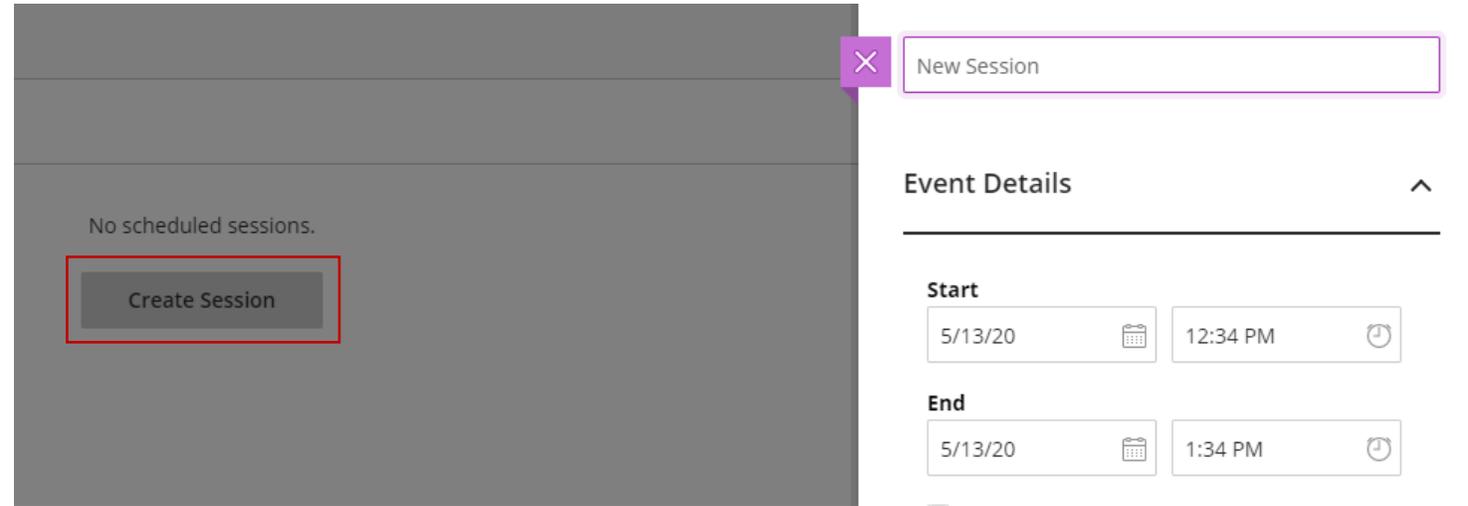
Collaborate Ultra - Quick Tips

- To access Collaborate Ultra you should use Google Chrome Browser.
- Ensure your device has a working camera, microphone and speakers.
- When creating a session ensure the expiry time for each call is consistent and you allow sufficient time to conduct the interview.
- When you create a session you will be known as the session owner (Moderator).
- As the owner of the session you have full control of what happens, including the ability to mute and remove participants.
- There is a function to record sessions – under No circumstances is this to be used due to GDPR legislation.
- The maximum file size that can be shared through Collaborate is 60mb.
- If you are experiencing problems connecting to Collaborate but other websites are working correctly on your device then call the Service Desk 08706011666 (call costs apply).

Meeting Setup

Creating a Session

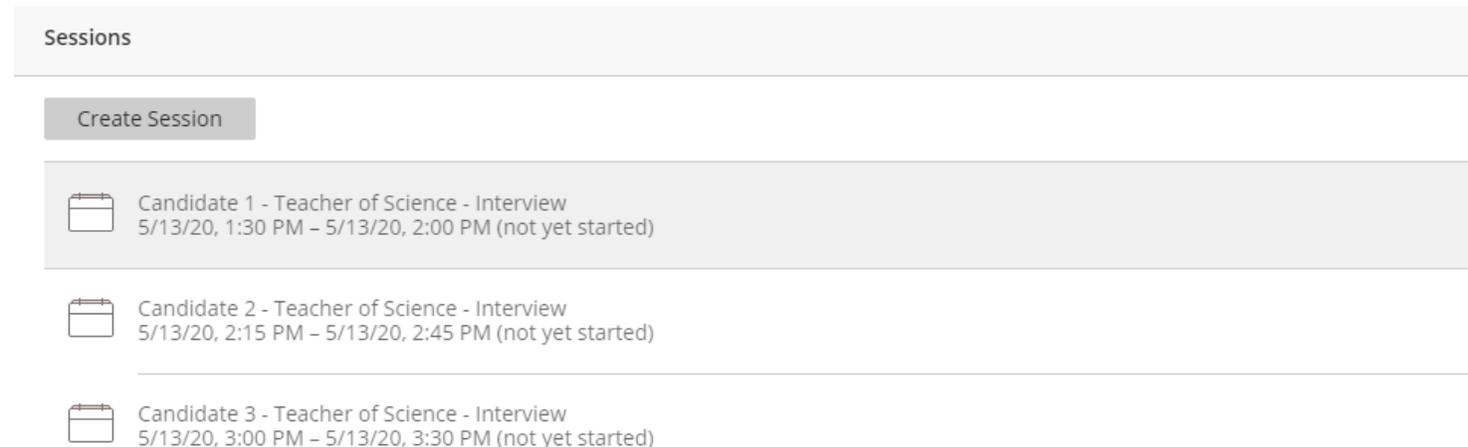
When you first log into Collaborate click the create session button to set up a new remote meeting e.g. the first interview.



The screenshot shows the 'New Session' dialog box in the Collaborate interface. The main window behind the dialog displays 'No scheduled sessions.' and a 'Create Session' button, which is highlighted with a red rectangular box. The 'New Session' dialog has a purple close button (X) in the top right corner. Below the dialog title, there is a section for 'Event Details' with an upward arrow. Under 'Event Details', there are two rows of time selection fields. The first row is for the 'Start' time, with a date field set to '5/13/20' and a time field set to '12:34 PM'. The second row is for the 'End' time, with a date field set to '5/13/20' and a time field set to '1:34 PM'. Each time field includes a calendar icon and a clock icon.

Separate Sessions

It is recommended that you create additional sessions for each individual candidate. This will ensure that calls are kept private between each candidate and the panel.



The screenshot shows the 'Sessions' list in the Collaborate interface. At the top, there is a 'Sessions' header and a 'Create Session' button. Below the button, there is a list of three scheduled sessions, each represented by a calendar icon and text. The first session is for 'Candidate 1 - Teacher of Science - Interview' on 5/13/20 from 1:30 PM to 2:00 PM (not yet started). The second session is for 'Candidate 2 - Teacher of Science - Interview' on 5/13/20 from 2:15 PM to 2:45 PM (not yet started). The third session is for 'Candidate 3 - Teacher of Science - Interview' on 5/13/20 from 3:00 PM to 3:30 PM (not yet started).

Session Management

Multiple Sessions

If you have created a separate session for each candidate your panel members will need to join the next session link you have sent them to take part in the second session.

Session Options

All the sessions that you have created can be edited or deleted by clicking the session options button .

The screenshot displays a 'Sessions' management interface. At the top, there is a 'Create Session' button and a 'Filter by' dropdown menu set to 'All Upcoming Sessions'. Below this, a list of sessions is shown:

- Candidate 1 - Teacher of Science - Interview
Ended: 5/13/20, 2:00 PM
- Candidate 2 - Teacher of Science - Interview
5/13/20, 2:15 PM – 5/13/20, 2:45 PM (not yet started)
- Candidate 3 - Teacher of Science - Interview
5/13/20, 3:00 PM – 5/13/20, 3:30 PM (not yet started)

A red arrow points from the 'Session Options' text to a three-dot menu icon next to the third session. This menu is open, showing the following options:

- Edit settings
- View reports
- Delete session
- Copy guest link

Session Details

Session name

This can be used to easily identify your session.

Join session

Allows you to join your session as the Owner (Moderator).

Teleconferencing Meeting

Collaborate can also be used as a teleconferencing tool.

Here you will find a telephone number and pin similar to the sample image that you can share with participants to join via telephone e.g. Governors and Candidates.

Video Conferencing

This link can be shared with your participants to allow them to join the session via video or audio on their computer/device.

The screenshot shows the 'Session Details' interface for a session titled 'Candidate 1 – Teacher of Science - Interview'. The interface includes a 'Join session' button, an 'Anonymous dial in' section with a telephone number (+44203), a PIN (315 2), and a 'Dial In' button. Below this, there is a 'Guest access' toggle which is checked. At the bottom, there is a 'Guest role' dropdown menu set to 'Participant' and a 'Guest link' field containing the URL 'https://eu.bbcollab.cc'. Red arrows from the text on the left point to the session title, the 'Join session' button, the dial-in information, and the 'Guest role' dropdown.

Event Details

This section is used for scheduling the time and date for your sessions.

Start Date

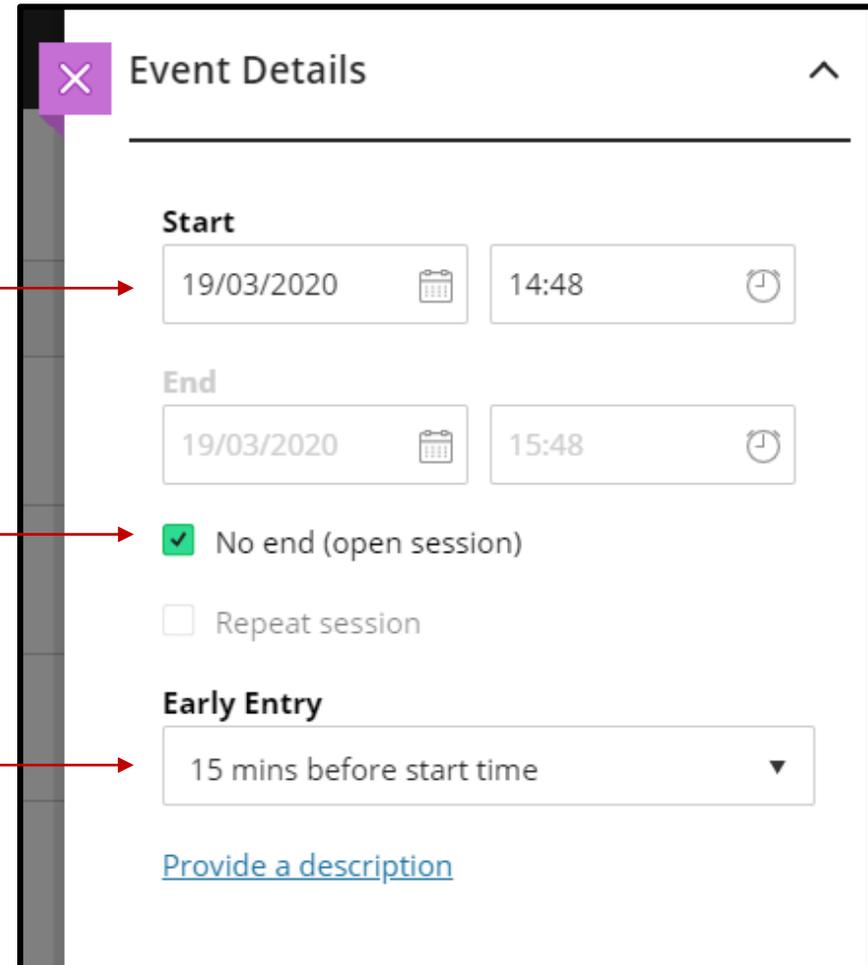
Can be use to set up a session ahead of time.

End Date

In this example the “No end date (open session)” has been selected which means the link won’t expire at a specified time. It is recommended that you enter an End time in order to close each session.

Early Entry

This will allow guests to enter the session 15 minutes early. It can also be disabled to restrict this feature.



The screenshot shows the 'Event Details' form with the following fields and options:

- Start:** A date field containing '19/03/2020' and a time field containing '14:48'. A red arrow points to the date field.
- End:** A date field containing '19/03/2020' and a time field containing '15:48'. A red arrow points to the date field.
- Options:** A checked checkbox for 'No end (open session)', an unchecked checkbox for 'Repeat session', and a dropdown menu for 'Early Entry' set to '15 mins before start time'. A red arrow points to the dropdown menu.
- Link:** A blue link labeled 'Provide a description'.

Session Settings & Permissions

This section is used for setting up the permissions of what your attendees can do in a session.

Attendee Role

This is set to participant by default but can be changed.

Participant (least access rights)

Presenter (can present content)

Moderator (has same rights as owner)

Participants can

This is where you can determine what your participants can do; share video, share audio and post messages.

Session Settings

Default Attendee Role

Participant

Moderator permissions

Only show profile pictures for Moderators

Participants can:

Share audio

Share video

Meeting Preparation

Ensure **Panel** members are provided with;

- Access link to join via teleconferencing or video conferencing
- Appropriate guidance document on how to join a remote meeting through Collaborate
- All relevant documentation for conducting the recruitment exercise

Ensure **Candidates** are provided with;

- Access link to join via teleconferencing or video conferencing
- Appropriate guidance document on how to join a remote meeting through Collaborate